

TO: ALL BUILDING DIVISION PERSONNEL

**FROM: DOUG WISE
BUILDING DIVISION DIRECTOR**

PREPARED BY: BUILDING DIVISION

SUBJECT: PLAN REVISIONS DURING CONSTRUCTION

PPM #: PB-O-090

ISSUE DATE
July 3, 2024

EFFECTIVE DATE
July 3, 2024

PURPOSE:

To speed construction in the normal course of changes occurring, and eliminate unnecessary slowdowns to construction when the contractor has deviated in non-substantial ways, from the reviewed, permitted plans, by detailing the procedure to document changes.

UPDATES:

Future updates to this PPM are the responsibility of the Director of the Building Division, Deputy Building Official, Assistant Deputy Building Official, or Codes Product & Training Supervisor, under the authority of the Director of the Building Division.

AUTHORITY:

Sections 107 – Palm Beach County Amendments to the Florida Building Code (FBC) Chapter 1 Administration

POLICY:

1. Deviations from the reviewed permitted plans involving significant structural, life safety issues, change of the use of a space, additional scope of electrical, plumbing, mechanical, or gas systems, or changes in Product Approvals, require a formal Plan Revision through the permitting process, or submittal of a sealed Affidavit from the Designer of Record (DOR) Architect or Professional Engineer per FBC 105.14
2. Deviations from the reviewed permitted plans that **DO NOT INVOLVE** significant structural, life safety issues, change of the use of a space, additional scope of electrical, plumbing, mechanical, or gas systems, or changes in Product Approvals, generated by field conditions will be handled in the following way:
 - a. Changes of this minor type (except for those involving Product Approvals) that remain visible after completed construction require no documentation.

- b. Changes that are HIDDEN from easy, open view in the finished completed building shall be documented on the Contractors Field Change Request form, as outlined in “Procedures” below.
- 3. Shop drawings intended only for clarification for installation or fabrication shall not require a formal Revision or a Contractors Field Change Request form, but shall be used for reference by an Inspector.
- 4. Changes to Product Approvals may be accomplished by letter request per FBC Section 104.11 “Alternate Materials & Methods”, but require approval of the Building Official.

PROCESSES OF PLAN REVISION APPROVAL

Degree of Deviation From Permitted Plans, as Determined by the Inspector	PROCEDURES TO USE
SUBSTANTIVES	1. Details of change from DOR with Affidavit of Code Compliance per FBC 105.14 signed/sealed from P.E. or Architect deemed approved when submitted (not in SFHA) 2. Or, formal Revision with plan review with progress on work involved stopped until Approved.
INSIGNIFICANT (2) A. Hidden After Final B. Visible After Final	1. “Contractors Field Change Request” from Inspector to Chief for OK and return, or redirections. 2. No Documentation required. Code Decision via Inspector.

- 1. EXAMPLES: Structural, Fire, Life Safety, or Product Approval
- 2. EXAMPLES: Relocation of Building Elements and No Code Issues

PROCEDURE:

Inspectors shall compare the as-built construction to the reviewed permitted set of plans.

- 1. All field revisions must be limited to a single trade.
- 2. After finding substantial changes in the structural, life safety items (including fire, change of the use of a space, additional scope of electrical, plumbing, mechanical, or gas systems, or changes in Product Approvals of the as-built construction, that have deviated from the reviewed permitted plans, the Inspector shall fail the inspection until the appropriate Revision has been processed
- 3. After finding NON-SUBSTANTIAL deviations concerning structural, life safety items (including fire, change of the use of a space, additional scope of electrical, plumbing, mechanical, or gas systems, or changes in Product Approvals, and not involving Fire Plan review, the Inspector shall require and accept from the contractor a Contractor’s Field Change Request Form to document the changes. When the deviations are Code compliant, the Inspector shall sign the Contractor’s Field Change Request Form and issue a qualified pass, comment the history with “pending Field Revision Approval” and the permit holder shall upload into the ePZB portal.

The non-significances of an item will be determined by the Chief Inspector or designee who shall do all the necessary plan review and correct all appropriate submittals. After processing, the Contractor’s

Field Change Request Form approved by the Chief Inspector or designee, shall update the inspection history indicating the Field Revision has been approved.

4. If the revision is not in compliance, the Chief Inspector or designee shall inform the permit holder of the discrepancies and shall update the inspection history indicating the Field Revision has been denied, designee shall make appropriate comments in the Inspection History located in the "Post Inspection Remarks" box.
5. The following are examples of items where the "Contractor's Field Change Request Form" can be used to document non-life safety items that differ from the approved plan:

** Other items not listed shall be approved by the Building Official, trade Chief, or designee**

ELECTRICAL

1. Revised electrical load calculations
2. Electrical as-built drawings
3. Additional outlets or lights (within residential units)
4. Service redesign not to exceed 600 amps

not including fire, access control & solar

(Revised drawings must be from the original DOR or certified/registered electrical contractor, as applicable)

PLUMBING

1. Increase in pipe sizes
2. De minimis plumbing fixture relocation (excluding ADA)
3. Specifications for product brands

MECHANICAL

1. Changes in the location of ducts within the same room
2. Changes in the type of air handling and condensing units, still meeting the Energy Code
3. Relocation of HVAC condensing units (excluding zero side)
4. Elimination of appliances (ex. pool heaters, BBQ, dryers, etc.)

STRUCTURAL

1. Changes to the building insulation (with the same R value and permeability)
2. Repairs or modification in load bearing elements via Sealed Affidavit Letters from DOR
3. Truss repairs via sealed letters
4. Minor deviations of interior floor elevations (so long as they meet finished floor standards)
5. Nonstructural or non-life safety wall changes (excluding ADA and commercial)
6. Non-significant structural or life safety changes via sealed letters or sealed details (excluding ADA and commercial)
7. Changes in manufactured products that meets or exceeds original design



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Supersession History

1. PPM# PBO-090, issued 08/27/93
2. PPM# PBO-090, effective 06/01/93
3. PPM# PBO-090, issued 01/98
4. PPM# PBO-090, issued 11/99
5. PPM# PBO-090, issued 06/00
6. PPM# PBO-090, issued 08/22/00
7. PPM# PBO-090, issued 01/29/01
8. PPM# PBO-090, issued 03/15/01
9. PPM# PBO-090, issued 07/19/04
10. PPM# PBO-090, issued 12/10/94
11. PPM# PBO-090, issued 04/26/12
12. PPM# PBO-090, revised 7/2/24

